



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
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December 22, 2005

EMS TRANSMISSION 12/22/2005
Instruction Memorandum No. WY-2006-013
Expires: 09/30/ 2007

To: Wyoming Management Team and Zone AFM, Support Center Managers
From: Associate State Director
Subject: Fiscal Year 2006 Deadlines for Submission of WY Purchase Requisitions

Program Area: Acquisition.

Purpose: In order to plan for the transition to the new Federal Business Management System (FBMS) this IM establishes FY 2006 deadlines for submission of WY purchase requests. These deadlines will ensure that State Office and Zone Procurement Staff have the allotted time required to provide quality, timely service. This IM also establishes the deadlines for submitting construction contracts that require Wyoming State Office Engineering review. It is recommended that draft contracts be submitted to the State Office Engineering Staff at least three weeks prior to the deadline dates shown below. The State Office will provide the review and comments to the Field Offices within 10 working days from the time the contract is received in the State Office.

Policy/Action: Type of Acquisition:	Deadline	ALT *
Inter-and-Intra Government Orders	5/16/06	4-6 weeks
New Assistance Agreements	5/09/06	7 weeks
Task Orders to existing agreements	6/01/06	4 weeks
Contracts between \$25,000 and \$100,000	5/09/06	7 weeks
Orders against an existing contract-technical & price	5/16/06	6 weeks
8(a) contract	6/06/06	3 weeks
Purchase Orders between \$2,500 and \$25,000 (construction and services)	5/23/06	5 weeks
Purchase Orders between \$2,500 and \$25,000 (supplies)	6/06/06	3 weeks
* ALT = Acquisition Lead Time - The estimated time required to process the acquisition from receipt of a complete acquisition package, including a purchase requisition, statement of work and all required approvals. The acquisition lead times are under optimum conditions, assuming no clarification and/or revision of the procurement request is necessary. Additional lead time may be required if this is not the case.		

Projects exceeding \$100,000 must be submitted to the Wyoming State Office Procurement Staff no later than January 31, 2006, for State review. These projects will then be forwarded to the Denver Business Center for processing.

Budget Impact: Failure to submit purchase requisitions by the deadlines will likely result in funds not being obligated. This will necessitate carryover that will impact Wyoming's obligation to a 2% target.

Background: National Business Center Instruction Memorandum No. BC-2006-010 establishes the FY 2006 deadlines for submission of purchase requisitions to the National Acquisition Division (BC-660), in Denver. This IM establishes State deadlines.

Time Frame: Effective immediately. AFM, Support Center Managers are requested to provide a copy of this IM to all Zone Procurement and Budget Staff personnel.

Coordination: This IM was coordinated between the State Procurement Analyst and the Business Manager, WY-951.

Contact: Please direct questions to Susan Nagel, Procurement Analyst, at (307) 775-6056, or Janet Edmonds, Business Manager, at (307)-775-6007.

Signed by:
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Authenticated by:
Rudy Torres
Secretary (OA)